



Who needs to complete a 2020 Open Enrollment Insurance Form?

- ✓ If you have been enrolled in a Healthcare Plan for 2019 and would like to **CONTINUE** to be enrolled in the **SAME** Plan for 2020, **YOU DO NOT NEED TO COMPLETE AN ENROLLMENT FORM.** You will be automatically enrolled.
- ✓ If you have been enrolled in one Healthcare Plan and would like to **CHANGE** to a different Plan for 2020, **YOU MUST COMPLETE AN ENROLLMENT FORM.**
- ✓ If you have **NOT** been enrolled in Plan and would like to enroll for 2020, **YOU MUST COMPLETE AN ENROLLMENT FORM.**
- ✓ Dental and Medical and Prescription Drug coverage are bundled. **If you would like to enroll in Dental only, YOU MUST COMPLETE A WAIVER FORM for Medical and Prescription.**
- ✓ If you are currently enrolled and want to make any changes, such as an Address Change, dropping a dependent or add a dependent, you must complete a **CEBCO Change Request Form.** **Some changes may require supporting documentation.**
- ✓ **If you are eligible for healthcare and choose NOT to have healthcare coverage you MUST complete a WAIVER form AND sign the waiver portion of a Medical Enrollment Form.**

Health insurance is available to eligible full-time employees and elected or appointed officials as authorized by the County Commissioners. Full-time status for the purposes of eligibility to participate in the health care insurance program as mandated by federal law is defined as 30 hours per week, or 130 hours per month, on a regularly scheduled basis. – *Geauga County Policy & Procedures 5.1*

Contact for any questions or additional forms:

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Open Enrollment Form Instructions for 2020 Geauga County